



Job Description and Person Specification

Job details

Job title: **Highways Quantity Surveyor**

Grade: Band 8 £45,441 to £48,474

Reports to: Highways Service Manager

Responsible for: Managing the financial aspects of the highway maintenance contract and construction projects through the NEC Term Services Highways Contract as well as supporting our highways engineering team.

Directorate and Service Area: Place and Economy; Highways and Waste

Purpose of the job

The Highways team provide statutory services that all residents of North Northamptonshire use. The Highways team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highways assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda.

The role sits within the Highways Contract Team. This team manages the highway maintenance term services contract as well as work procured through the contract for other clients within the Council. The team is responsible for delivering the highway maintenance term service contract, which includes the transport capital programme and a range of public realm and Section 106 funded projects.

This post directly supports the Highways Service Manager, as defined in the NEC4 Term Service Contract, who manages all aspects of Highways Service delivery included in the Highways Services contract.

The postholder will be a Quantity Surveyor with well-established skills in reviewing bills of quantities, pricing reviews, reviewing monthly payment applications from the Contractor and agreeing new rates. They will have experience of assessing details within the Contractor's Annual Plan, evaluating business cases and managing contract changes. Knowledge of maintenance and construction techniques and knowledge of plant, labour and material pricing is also required.

The postholder will support the Service Manager in formally representing the Client in managing the Contract. They will provide support to the Service Manager managing the capital and revenue highway maintenance budgets. They will advise and assist colleagues from other teams and departments within the council who carry out work through the contract.

Principal responsibilities

1. Support the Highways Service Manager with the drafting, checking and approval of Task Orders.
2. Support the Highways Service Manager in assessing the Contractor's monthly applications for payment and the preparation of Payment Certificates.
3. Liaise with the Highways Service Manager, Contract Engineers and Contract Inspector to confirm all staff, materials, plant and equipment agrees with the Contractor's assessment of Defined Costs.
4. Work with the Contractor to develop accurate monthly forecasting of future expenditure on highway maintenance works.
5. Support the Highways Service Manager in assessing each annual final account.
6. Through reconciliation of applications, assist the Highways Service Manager to ensure quality and best value services are being delivered to the Council by the Contractor.
7. Support the Highways Service Manager in the assessment of Early Warning Notices and Compensation Events, liaising with the wider team as necessary.
8. Attend the fortnightly contract Commercial meetings and Delivery Group meetings.
9. Attend Risk Reduction meetings.
10. Collate monthly, quarterly and annual performance data to check the Contractor's monthly KPI submission.
11. Assist the Highways Service Manager with monitoring and review of the Contractor's performance and the day-to-day management of the term service contract to ensure it is providing the service required.
12. Provide expert advice on contract variations to ensure they meet the commercial constraints of the Contract and needs of the authority.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

This post requires the postholder to travel independent of public transport to attend meetings and site visits across North Northamptonshire, and occasionally across the region.



**North
Northamptonshire
Council**

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	BSc/BEng (Hons) or similar in Quantity Surveying Able to demonstrate suitable relevant experience in a similar role in Highways	Member of the Royal Institution of Chartered Surveyors (or similar)
Experience and Knowledge	<p>Detailed knowledge of valuation and measurement of highway works, including usage of applicable standard methods of measurement.</p> <p>Knowledge of current highway maintenance and construction practices.</p> <p>Knowledge of materials, plant and transport employed in highway construction and maintenance projects.</p> <p>Detailed knowledge of procurement practices used in construction, including forms of tender, conditions of contract and forms of partnership</p> <p>Knowledge of quality assurance and environmental management systems and how they apply in the highways environment.</p> <p>Experience of quantity surveying in a highway's environment</p> <p>Experience of assessing estimates, tenders, bills of quantities, valuations and carrying out contract administration.</p> <p>Experience of Options A, C and E, NEC 4 term maintenance contracts</p>	Successful record of project management with regards to spend and cost implications.

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Ability to take off quantities from drawings and prepare bills of quantities.</p> <p>Ability to maintain electronic record systems including detailed analysis of data.</p> <p>Ability to prioritise effectively to meet demanding and changing deadlines.</p> <p>Relevant highway IT related experience</p> <p>Ability to explain complex and sometimes contentious information through clear evidence</p> <p>Ability to interpret legislation or policy and apply that appropriately in the delivery of a service</p> <p>Ability to manage teams to generate a good team working ethic and get the best from teams.</p> <p>Able to communicate clearly and tailor communications appropriately to a wide audience using a variety of communication channels and media</p> <p>Ability to work on own initiative and apply a rational and innovative approach to problem solving and decision making</p> <p>Ability to prioritise own workload to ensure any key tasks are undertaken</p> <p>Ability to support the management of change, the implementation of new initiatives and ensuring the delivery of core business</p> <p>Demonstrate a positive attitude</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		